



# CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

## GIS TECHNICIAN

OPEN (Job Code 123155050)

### CAREER OPPORTUNITY

The Las Vegas City Employees Association is the exclusive representative for eligible employees relative to collective bargaining.

OPENING DATE: May 1, 2012 at 7 a.m.  
FILING DEADLINE: May 8, 2012 at 4:30 p.m.

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Current Monthly Starting Salary: \$4,008.96  
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***Please attach your SUPPLEMENTAL ASSESSMENT to your application.***

**THIS RECRUITMENT WILL BE LIMITED TO THE FIRST 25 COMPLETED EMPLOYMENT APPLICATIONS  
RECEIVED BY THE HUMAN RESOURCES DEPARTMENT.  
NO FAX OR ONLINE APPLICATIONS WILL BE ACCEPTED.**

The purpose of this recruitment effort is to establish an eligible list for future job openings.

**JOB SUMMARY:** This position performs routine work in the development and updating of the Geographic Information System (GIS) database; performs routine updates to layers of the GIS database; and performs a variety of technical tasks relative to assigned area of responsibility.

#### **JOB DESCRIPTION:**

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

**MINIMUM QUALIFICATIONS:** Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Associate's degree from an accredited college or university with major in geographic information systems, information systems, geography or a related field. May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.
- One year of GIS data maintenance or programming experience is desirable. Some experience in the assigned department is desirable.

**WHERE TO APPLY:** A city of Las Vegas application form can be downloaded from our website, [www.LasVegasNevada.gov](http://www.LasVegasNevada.gov), or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the First Floor of City Hall, 495 S. Main Street, Las Vegas, NV 89101. All complete **CURRENT** applications received by the filing deadline will be reviewed. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

**TYPE OF EXAMINATION:** A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. The supplemental assessment is the examination and must be worked on individually by the applicant only. Falsification of information may result in disqualification from a recruitment or removal from a City position. Additional information will not be accepted after the closing date. **The Training and Experience supplemental assessment of all qualified applicants will be reviewed for placement on an eligible list.**

**SEE REVERSE FOR MORE INFORMATION**

## GIS TECHNICIAN

### Job Code 123155040

**NOTIFICATION OF TEST SCORE FOR T & E:** Your test results will be available online at the following web address, [www.LasVegasNevada.gov](http://www.LasVegasNevada.gov). Because the testing method for this recruitment is the scoring of the Training and Experience supplemental assessment, scores will be available to view online ten (10) working days after the filing deadline and will be available online for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

**SELECTION PROCESS:** Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

*The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Recruitment & Employment Services Division at (702) 229-6315.*

The City of Las Vegas offers a comprehensive benefits package for all regular full time employees which includes: **Vacation and Sick Leave:** Annual leave is accrued from the first day worked, and employees are eligible to take annual leave after completion of 6 months continuous full-time service. Sick leave is accrued at 4 hours per biweekly pay period for an annual total of 13 days. **Retirement:** Employees are covered under the State of Nevada Public Employees Retirement System (PERS) as an employer paid agency. Employees are vested upon completion of five years in the retirement system. For details on PERS go to [www.nvpers.org](http://www.nvpers.org). **Health Insurance:** The city pays 100% of the premiums for employee medical, dental and vision premiums. For dependents, the city covers 50% of the premiums, with the employee providing the other 50%. The city is self-funded and medical coverage is a Consumer Driven Health Plan (CDHP); a Preferred Provider Organization (PPO); or a Health Maintenance Organization (HMO). The dental plan is offered-through Preferred Dental and the vision plan is administered by Vision Service Plan (VSP).



City of Las Vegas

**GIS TECHNICIAN**

**Supplemental Assessment  
(Required)**

**DIRECTIONS TO APPLICANT:**

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. Civil Service Rules require the completion of the application in its entirety. You may attach a copy of your resume, but it is your application that will be used to determine your qualifications. **Please be thorough.**

The supplemental assessment is the tool by which we will evaluate your work experience, as it relates to this position. This assessment will be used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process.

**PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.**

**I certify under penalty of perjury that all statements and answers contained on this assessment are true.**

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*Signature*

**NAME:** \_\_\_\_\_  
**Please print**

**Last Four Digits of Social Security Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please fill out the following information:**

College attended: \_\_\_\_\_

Degree: Yes ☐

No ☐

Type of Degree: AA/AS ☐ BA/BS ☐ MA/MS ☐ PhD ☐

**PLEASE ATTACH A COPY OF YOUR DEGREE**

**If you do not have a college degree, please indicate the years of experience you have performing the tasks below.**

\_\_\_\_\_ years, \_\_\_\_\_ months: preparing cartographic maps.

\_\_\_\_\_ years, \_\_\_\_\_ months: using ArcGIS software.

\_\_\_\_\_ years, \_\_\_\_\_ months: using ArcMap.

\_\_\_\_\_ years, \_\_\_\_\_ months: updating a GIS database.

\_\_\_\_\_ years, \_\_\_\_\_ months: using Structured Query Language (SQL)

\_\_\_\_\_ years, \_\_\_\_\_ months: using plotters.

\_\_\_\_\_ years, \_\_\_\_\_ months: interpreting plans.

\_\_\_\_\_ years, \_\_\_\_\_ months: interpreting legal descriptions.

\_\_\_\_\_ years, \_\_\_\_\_ months: providing mapping & engineering information to others.

\_\_\_\_\_ years, \_\_\_\_\_ months: testing GIS applications

**1. Please indicate the number of year's experience you have with GIS maintenance or programming.**

- ☐ more than one year  
☐ less than one year  
☐ no experience

**Where on your employment application can we find this experience?**

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

**2. Please indicate the number of year's experience you have with ESRI products.**

- ☐ more than one year  
☐ less than one year  
☐ no experience

**Where on your employment application can we find this experience?**

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

**3. Please indicate the number of year's experience you have with GIS interfacing with asset management.**

- ☐ more than one year  
☐ less than one year  
☐ no experience

**Where on your employment application can we find this experience?**

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

**4. Please indicate the number of year's experience you have with performing database queries.**

- ☐ more than one year  
☐ less than one year  
☐ no experience

**Where on your employment application can we find this experience?**

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

**5. Please indicate any nationally recognized supplemental GIS training or certifications you have.**

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